

Drop and Add Form

(If dropping all classes, do NOT use this form)

Indicate semester and year of registration: ___ Fall ___ Spring ___ Sum Year _____

Name: Last _____ First _____ MI _____ Student ID Number _____

Please Read: Students may drop a class during the first 7 days of the semester. After the first 7 days, you must withdraw from the class and receive a “W” with no GPA penalty through the end of week 9. During weeks 10 through 14, withdrawal requires either “WP” (withdraw passing, no GPA penalty) or “WF” (withdraw failing, counted “F” for grade calculation). **NO WITHDRAWALS ARE ACCEPTED DURING FINAL EXAMINATION WEEK.**

DROP

✓	Course Code	Course Number	Section Number	Credit Hours	R/A*	Instructor's Signature and Date
1						
2						
3						
4						
5						

ADD

✓	Course Code	Course Number	Section Number	Credit Hours	R/A*	Instructor's Signature and Date
1						
2						
3						
4						
5						

*R = Repeat

*A = Audit

Advisor's Signature and Date

Student's Signature

For Office Use Only

Processed By Date

Total Hours _____

Print this page, complete, and return it to:

**Records and Registration
Evangel University
1111 N. Glenstone
Springfield, MO 65802**